Figure 1-3, Chapter 1, USACE Preconstruction Packet

SUBMITTAL REVIEW GUIDE
Dated: 19NOV13

CLASSIFICATIONS			
Classification	**Description**	**What it means**	**Applies to**
GA	Government Approval	The Government will review the item and indicate acceptability.	Plans, construction substantiation, turnover documents/products, contract changes, government preferences (colors), etc.
FIO	For Information Only	The Government may review or spot check selected items, or may not review any items at all.	Items that can be approved by the CQC/do not require Architect-Engineer or Government approval. Also includes interim design packages and some other items which are supplied with registered engineer/architect professional stamps.
DA	Designer of Record Approval	The Architect-Engineer will review the item and indicate acceptability.	Extensions of design, critical materials, deviations from accepted proposal or design, compatibility issues, items related to design "integrity", etc.
CR	Conformance Review	The Government will review for conformance to applicable codes, standards, and contract requirements.	Documents to be "released" for construction, e.g. IFC design packages, changes to accepted design, etc.
DA/GA	Designer of Record Approval & Government Approval	Combination of definitions, for multiple approvals.	Design-build only, related to construction substantiation, turnover documents/products, contract changes effecting design, etc.
DA/CR	Designer of Record Approval & Conformance Review	Combination of definitions, for approval and release.	Design-build only, related to extensions of design for critical items, design changes, etc.
KIO	Contractor Information Only	Not Used	Not Used

GENERAL NOTES (CLASSIFICATIONS):
1. Reference spec 01 33 00, "Submittal Procedures" and ER 415-1-10

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COMMENTS			
Classification	**Action Code**	**Comment Format**	**What it means**
GA, DA/GA	A	Comments are not made.	Information/product is satisfactory
	B	Approved provided [………..]. Re-submittal not required.	Conditional approval as stated in the brackets (brackets not required) and will be enforced by the QA. Therefore, the condition must be easily identified from the equipment to be supplied in the field. The contractor may proceed with the understanding that s/he is to comply with the conditions stated
	C	Approved except for [………….]. Re-submittal required.	The submittal is approved except for those portions specifically addressed in the Government Review Marks. Identified deficiencies must be corrected, resubmitted, and approved before the contractor may proceed on that feature.
	E	Disapproved, [………….]. Re-submittal required.	Contractor has submitted something that can not be given a conditional approval.
	G	Other.	Only to be used under special circumstance or as directed by COR.
DA, FIO	F	Receipt Acknowledged [……..…]. Re-submittal not required.	Reviewers have the latitude to spot check DA and FIO submittals, according to the experience of the reviewer. For those submittals spot checked, reviewers may state conditions, which will be enforced by the QA. The contractor may proceed with the understanding that s/he is to comply with contract, and if provided, the conditions. Also see general note 6.
DA, FIO, CR, DA/CR	FX	Receipt Acknowledged, does not comply [………….]. Re-submittal required.	Submittal is found not to be acceptable by the condition stated. Disapproved submittals must be resubmitted by the contractor GA (design-bid-build) and DA/CR (design-build). Also, see general note 6.
CR, DA/CR	R	Released [……….].	Information/package is satisfactory. Conditional approval may be provided and will be enforced by the QA.
KIO	(none)	Not Used	Not Used

GENERAL NOTES (COMMENTS):
1. Do not ask questions but instead, request the missing information (only if contingent on approval).
2. Comments must reference contract requirements.
3. Comments should indicate what is required ALONG with what is wrong.
4. Do not provide narratives, stick to what is required by specifications.
5. Check the submittal register to see if the submittal is properly classified, e.g. GA vs FIO. See RMS for the approved submittal register.
6. For FIO and DA submittals which are spot checked and found unacceptable, explain the circumstance for the comment, i.e. standard practice is to return these submittals with an "F" action on date processed. For example, the first line of the comment could read, "Previously returned with an "F" action on (date), the following comment is now added: [………..]."